



Retention and Disposal Schedules

Status/Version: 1.2

Please Note:

Due to the ongoing Independent Inquiry into Child Sexual Abuse (IICSA) no pupil and staff record should be destroyed until further notice. The guidance below gives a retention period (in the 'Retention Action' column), but where records should not be destroyed, this has been noted in the 'Disposal Action' column. For further information/clarification please contact the council's Records Management Supervisor by emailing RMU@pembrokeshire.gov.uk or telephoning 01437 775735.

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Introduction

1.1 Introduction & scope

Effective records management standards are essential if the Council is to meet its legislative responsibilities, for example compliance with the Data Protection & GDPR, Freedom of Information and the Local Government acts and other laws the Council works to. The following standards also take account of specialist guidance (issued by bodies such as the Information Commissioner's Office) and professional codes of practice. These standards have been adopted by the Council to meet local needs while providing a consistent approach to record keeping. For detailed guidance on use of the standards, definitions, and related issues, staff should refer to the relevant Appendices.

To ensure legislative compliance:

- Records **MUST** be destroyed in accordance with the standards; and
- Backup copies stored on alternative media (server/microfilm/paper) should be destroyed.

Part 2 of this document details how long records should be kept for. Records for permanent preservation should be passed to Archives – the “Archivist”. You, or where appropriate your data processor (an external person or organisation working on your behalf), should document and retain details of all records disposed of. In cases where this is done outside of these standards, this and the reasons for such action should be reported in writing to RMU / Information Governance team.

1.2 Objectives

The standards define minimum and permanent record retention periods and:

- Identify records that we want to keep permanently as part of the local archives;
- Prevent the premature disposal of records that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration;
- Provide consistency for disposing of records not required permanently; and
- Provide consistent Records Management standards for the Council.

1.3 Review

Records Management in consultation with the Directorate and Lead Officers will review the standards annually, or more frequently if required – for example due to changes in legislation or working practices. It is the responsibility of business areas to ensure they have identified legislative or best practice requirements for the retention of their business records.

Any omissions or errors regarding retention periods or records which are identified should be reported to the Information Governance team immediately by emailing RMU@pembrokeshire.gov.uk.

1.4 Approval of the Standards

This Retention and Disposal Standard has been authorised by

JAN 2016..... Date of Issue.

| 1. DEMOCRATIC PROCESSES | | | | |
|-------------------------|---|--|--|-----------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| 1.1 Elections | | | | |
| | Register of Electors | Permanent. Offer paper copy to Archivist after 10 year administrative retention period (period of retention of data copy to be agreed) Electoral Registration Forms – while relevant (paper copies kept until register complete) Absent Vote applications – while relevant Election Staffing Applications – Destroy 12 months after employment, casual canvass staff forms kept whilst relevant. | <ul style="list-style-type: none"> • Electoral Register • Electoral Registration Forms • Postal/Proxy vote forms • Staffing Applications | Common practice |
| | Election Paperwork | Destroy 12 months from close of poll or declaration General Correspondence Destroy 12 months General Emails Destroy 30 days Identity Documents Destroy 12 months Community Polls - 6 months from declaration by the proper officer | <ul style="list-style-type: none"> • Ballot papers / Nomination papers / National Referendum paperwork • Nursing homes and Residential homes residents data • European (Form K), HM Forces Service Registration, Overseas, Anonymous electors • All documents, Ballot papers and packets - Community Polls | Statutory |
| | Boundary & Electoral reviews | Until superseded then archive | <ul style="list-style-type: none"> • Any paperwork collected as part of process | Corporate |
| | Election Expenses | Destroy 2 years after statutory deadline for receipt | <ul style="list-style-type: none"> • All election expense-related paperwork | Statutory |
| 1.2 Results | | | | |
| | Declaration of results (local elections only) | Destroy 6 months from date of election | <ul style="list-style-type: none"> • Consolidated returns of votes received | Statutory |
| | Public Notices | Permanent. Offer paper copy to Archivist | <ul style="list-style-type: none"> • Notice of results | Statutory |

| 1.3 Council and Committee Meetings | | | | |
|------------------------------------|---|---|--|-----------------|
| | The process of preparing business for Council consideration and making the record of discussion, debate and resolutions | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> • Council minutes • Council agenda and business papers • Council notice papers and proceedings • Indexes • Committee minutes • Registers of delegations to Special Committees | Common practice |
| | Minute taking | Destroy after date of confirmation of the minutes | <ul style="list-style-type: none"> • Draft/rough minutes • Audio tapes and recorded media | Common practice |

| 1.4 Partnership Agency and External Meetings | | | | |
|--|---|---|---|-----------------|
| | The process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, where the local Council legally owns the record. | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> • Documents establishing the committee • Agendas • Minutes • Council reports • Recommendations • Supporting documents such as Council briefing and discussion papers | Common practice |
| | The process of preparing business for external committees' consideration, and making the record of discussion, debate and resolutions, where the local Council does not own the record. | Destroy 3 years after last action | <ul style="list-style-type: none"> • Documents establishing the committee • Reports • Recommendations • Supporting documents such as briefing and discussion papers. | Common practice |
| 1.5 Honours Submissions | | | | |
| | The process of preparing of honours submission | Destroy 5 years after last action | <ul style="list-style-type: none"> • Honours nomination form • Covering documentation • Letters of support • Referral for comment from lord lieutenant | Common practice |

| 2 MANAGEMENT AND ADMINISTRATION | | | | |
|---|--|---|--|-----------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| 2.1 Corporate Planning and Reporting | | | | |
| | The corporate planning and reporting activities of local authorities | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> • Corporate Plans • Strategy Plans • Business Plans • Annual Reports | Common practice |
| | The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> • Strategic management team minutes | Common practice |
| | The process of preparing business for cross departmental consideration and making the record of discussion, debate and resolutions | Destroy 3 years from closure | | Common practice |
| | The process of preparing business for Unit/Team consideration and making the record of discussion, debate and resolutions | Destroy 3 years from closure Destroy rough drafts after date of confirmation of the minutes | <ul style="list-style-type: none"> • Team minutes | Common practice |
| 2.2 Statutory Returns | | | | |
| | The process of preparing information to be passed on to central government as part of statutory requirements | Destroy 7 years from closure | <ul style="list-style-type: none"> • Reports to central government (OFSTED) • Information collated for statutory surveys • Statutory Survey returns • Statutory returns (e.g. RAP, NIS etc.) • Statutory returns working data | Common practice |

| 2 MANAGEMENT AND ADMINISTRATION | | | | |
|---|---|--|--|-----------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| 2.3 Policy, Procedures, Strategy and Structure | | | | |
| | Activities that develop policies, procedures, strategies and structures for the Council | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded. | <ul style="list-style-type: none"> •Policy, procedure, precedent, instructions •Organisation charts •Records relating to policy implementation and development •Education plan •Asset management plan •Children' s services plan •Community strategy •Community plan •Community safety plan | Common practice |
| | The process of monitoring and reviewing strategic plans, policies or procedure to assess their compliance with guidelines | Destroy 5 years from closure | | Common practice |
| 2.4 Public Consultation | | | | |
| | The process of consulting the public and staff in the development of significant policies of the local Council | Destroy 5 years from closure | <ul style="list-style-type: none"> •Information collated for non-statutory surveys •Non-statutory survey returns | Common practice |
| | The process of consulting the public and staff in the development of minor policies of the local Council | Destroy 1 year from closure | | Common practice |

| 2 MANAGEMENT AND ADMINISTRATION | | | | |
|-------------------------------------|---|---|--|---|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| 2.5 Information Management | | | | |
| | The activity whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively | Permanent. Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> •Classification schemes •Registers •Indexes •Authorised lists of file headings | Common practice |
| | The management of collections of records transferred to the archives | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> •Accession registers •Depositor files | Common practice |
| | The process that records the disposal of records | Destroy 13 years after last action | <ul style="list-style-type: none"> • Disposal certificates | Common practice based on Limitation Act |
| 2.6 Enquiries and Complaints | | | | |
| | The management in summary form of enquiries and complaints directed to council | Permanent. Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded. | <ul style="list-style-type: none"> • Indexes • Registers | Common practice |
| | The management of enquiries, submissions and complaints which result in significant changes to policy or procedures | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> •Reports •Returns • Correspondence | Common practice |
| | The management of detailed responses on council actions, policy or procedures | Destroy 7 years after administrative use is concluded | <ul style="list-style-type: none"> •Reports •Returns •Correspondence •Ombudsman •Housing Tenancy complaints | Common practice Finance & Legal Services |
| | The management of routine responses on council actions, policy or procedures | Destroy 2 years after administrative use is concluded | <ul style="list-style-type: none"> •Printed material • Form letters | Common practice |

| 2 MANAGEMENT AND ADMINISTRATION | | | | |
|---------------------------------|--|--|---|--|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | The management of Email accounts | Retain for 1 month from date of email | <ul style="list-style-type: none"> •officers emails • team emails | |
| | Customer Contact details held in CRM and online customer account / portal | Retain for life of account. When account closed or inactive retain for 5yrs then destroy | <ul style="list-style-type: none"> •Customer email, address •Customer mobile and telephone number •Customer Language Preference •Type of customer •Frequency of customer | |
| 2.7 Information Governance | | | | |
| | Policy and procedure records created in fulfilment of the Council's obligations under the Data Protection Act 1998 (DPA), the Freedom of Information Act 2000 (FOIA), The Reuse of Public Sector Information Regulations 2005 (PSI) and the Environmental Information Regulations 2004 (EIR) | Destroy 6 years after procedures have been superseded. Consider permanent preservation | <ul style="list-style-type: none"> •Procedures for handling requests •Retention & Disposal Policy •Documents on the Council's DPA/FOIA/EIR/PSI policies | All Custodians TNA |
| | Records created in fulfilment of the Council's obligations under the Regulation of Investigatory Powers Act 2000 ("RIPA") | Retain for 3 years from expiry date of last authorisation | <ul style="list-style-type: none"> •RIPA Register of Authorisations •RIPA Authorisations | Statutory: Home Office Covert Surveillance Code of Practice <u>Authorisations-Criminal Procedures</u> Investigations Act 1996 ("CPIA") |

| 2 MANAGEMENT AND ADMINISTRATION | | | | |
|--|---|--|---|---------------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | Requests received under subject access rights under DPA where a disclosure is made | Destroy 6 years after disclosure | <ul style="list-style-type: none"> •Correspondence between: the data subject (or their agent) and the Council. •Internal departmental correspondence. •All information that was disclosed; •All information that was withheld along with grounds for withholding •All correspondence relating to the processing of the request through to disclosure | |
| | Requests received under subject access rights under DPA where no disclosure is made. | Destroy 6 year after the date of the initial request | <ul style="list-style-type: none"> •Correspondence between: <ul style="list-style-type: none"> • The data subject (or their agent) and the Council. •Internal departmental correspondence. | |
| | Requests received and any internal deliberations made under statutory powers, e.g. Crime & Taxation; Disclosures Required by Law; | Destroy 3 years from closure of request where information is issued Destroy 3 years from closure of issue/case where information is not held. | <ul style="list-style-type: none"> •WA 170 Police Requests made under Section 29 (DPA) •Annex Cs from Crown Prosecution Service •Requests made under Section 35 (DPA) | Limitation Act 1980 |
| | Requests and responses relating to FOI/EIR access to information requests | Transfer to the Council's Internet Disclosure Log Destroy data store copies 3 years from issue of response | <ul style="list-style-type: none"> •Disclosure letter containing details of the request; •Outcome of review/appeal responses (if applicable) •Attachments | |

| 2 MANAGEMENT AND ADMINISTRATION | | | | |
|---|--|---|--|-----------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | Internal deliberations relating to FOI/EIR/DPA requests and/or advice provided by or received by Information Governance Team | Destroy 2 years from issue of advice or closure of issue/case - whichever is the longest | <ul style="list-style-type: none"> •Communications relating to: <ul style="list-style-type: none"> •public interest tests •internal reviews/appeals •Advice to stakeholders regarding DPA, FOI, EIR | |
| | Reports and correspondence relating to internal investigations into compliance with information legislation | Destroy 3 years from the date of issue of the final report | <ul style="list-style-type: none"> •Incident investigation reports •Supporting correspondence | |
| | Regulatory correspondence relating to FOI/EIR/DPA | Destroy 2 years from closure of issue/case | <ul style="list-style-type: none"> •Complaints/issues from the Information Commissioner's Office | |
| | Statistical data about compliance with information legislation | Destroy 5 years after creation | <ul style="list-style-type: none"> •Quarterly and annual statistical reports •Subject access register •Incident event register | |
| 2.8 Quality and Performance Management | | | | |
| | The process of monitoring or reviewing the quality, efficiency, or performance of a local Council service or unit | Destroy 5 years from closure | <ul style="list-style-type: none"> •Best Value Review •Internal performance (including reports) •Internal Business plans (dept copy) | Common practice |
| | The process of assessing the quality, efficiency, or performance of a local Council service or unit | Destroy 2 years from closure | <ul style="list-style-type: none"> • Assessment form | Common practice |
| 2.9 Publications | | | | |
| | The process of designing setting information for publication | Destroy 3 years from last action | | Common practice |

| 2 MANAGEMENT AND ADMINISTRATION | | | | |
|--|---|--|--|-----------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | The published work of the Council | Destroy after administrative use is concluded Note: One copy from the initial print run should go directly to the archive. | | Common practice |
| 2.10 Media Relations | | | | |
| | Process of interaction with the media | Destroy 3 years from closure | | Common practice |
| | Media publications concerning local authorities | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> •Press cuttings •Media reports | Common practice |
| 2.11 Marketing | | | | |
| | The process of developing and promotion of local authorities campaigns and events | Permanent. Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded | | Common practice |
| 2.12 Civic and Royal Events | | | | |
| | The recording of ceremonial events and civic occasions | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> •Visitors' book •Audio tapes •Video tapes •Photographs •Newspaper cuttings | Common practice |
| | The process of organising a ceremonial event or civic occasions | Destroy 7 years after administrative use is concluded | | Common practice |

3 CLIENT SERVICES

| Ref | Function Description | Retention Action | Examples of Records | Notes |
|----------------------------------|---|--|--|--|
| 3.1 Looked After Children | | | | |
| | Systems, which manage children, looked after by the local Council, in summary form | Destroy 75 years from 18 th Birthday or for a period of 15 yrs after Date of Death | <ul style="list-style-type: none"> • Children's home register • Register of Staff employed in Children's Homes | Common practice and in line with Protocol Default Timescale |
| | <p>Process involving individual case management of children looked after by the local Council This includes children and young people:</p> <ol style="list-style-type: none"> 1. Adopted via the local Council 2. In children's home 3. Fostered by local Council 4. On custodianship orders 5. On residence orders <p>N.B for records on adopted children see separate entry</p> | Destroy 75 years from 18 th Birthday or for a period of 15 yrs after Date of Death | <ul style="list-style-type: none"> • Young persons being looked after files • Looked after children client files • Residential care children's file • Residence Order files • Adoption files • Educational Psychology files (With LAC involvement) • Education Welfare Records (with LAC involvement) • Privately fostered children's file • Private Foster parents Records • Guardian CAFCASS files • Guardian ad litem • SEN files (With LAC involvement) • Connexions files (with LAC involvement) | <p>Statutory Powers: Section 50 of SI 2010 No 959 The Care Planning, Placement and Case Review (England) Regulations 2010; Childrens Act 1989</p> <p>Common practice and in line with Protocol Default Timescale Statutory basis: The Arrangement of Placement of Children (General) Regulations 1991: Regulation 9 Fostering Service Regulations 2002/SI 2002 No 57</p> |
| | Children and young people | Destroy 75 years from 18 th birthday or 15 years | | |

3 CLIENT SERVICES

| Ref | Function Description | Retention Action | Examples of Records | Notes |
|-----|---|---|---|---|
| | subject to supervision orders | from the date of death, if the child dies before 18 th birthday. | | |
| | Process involved in checking the suitability of people to become adoptive parents or foster carers | <ul style="list-style-type: none"> •Prospective adopters or foster parents, either approved at panel stage, but not placed with a child, or not approved as prospective adopters or foster parents at panel stage. Retain for 10 years from date of approval •Persons who have formally applied to be assessed as prospective adopters or foster carers, but not reached Panel stage. Retain for 10 years from date of formal application. •Enquiries from potential adopters/foster carers who never subsequently submit a formal application to start the approval process. Retain for 10 years from last contact | <ul style="list-style-type: none"> • Adopters or foster carers who do not look after children. | Statutory: Fostering Service Regulations 2002/SI 2002 No 57 Adoption Act 1983, Regulation 40-as appropriate |
| | Process involving individual case management of families or adults who have fostered children in their care | Destroy 75 years after 18 th birthday of youngest child looked after. | <ul style="list-style-type: none"> • Foster carer files • Supported lodging files | Statutory: Fostering Service Regulations 2002/SI 2002 No 57 |
| | Process involving individual case management of children Adopted via the local Council | For Adoptions pre-30 th December 2005-Retain for 75 years from date of the Adoption order. For Adoptions Post-30 th December 2005-Retain for 100 years from date of Adoption order | <ul style="list-style-type: none"> • Adoption files (both child and adoptive parent(s), plus associated Finance files and any adoptive parent counselling files) • Looked after children client files on the adopted person • Residential care children's file on the adopted person | Statutory: Adoption Act 1983, Regulation 14 (3)-pre 30 th December 2005 Adoption and Children Act 2002, Section 56-post 30 th December 2005. Adoption Information (Post |

| 3 CLIENT SERVICES | | | | |
|-----------------------------|---|--|--|---|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | | | | Commencement Adoptions) Regulations 2005, section 6 (SI 2005 No.888). |
| | Enquiries from potential adopters/foster carers, who never subsequently submit a formal application to start the approval process | Destroy 1 year from last contact | •Correspondence | Common practice Statutory: Fostering Service Regulations 2002/SI 2002 No 57 |
| | Children with Mental Health issues ("mentally disordered") | Where treated: Retain until 25th birthday of child Where child is still receiving treatment at age 17: Retain until 26th birthday of child Where child patient (0-18) dies: Retain for 8 years after death-unless there are research or other reasons for retaining. | •Community Area Mental Health Service (CAMHS) files. | Statutory: Department of Health Retention & Destruction Guidance |
| 3.2 Child Protection | | | | |
| | Process involving summary case management of children under the protection of local Council. | Destroy 75 years from 18 th birthday. | •Child Protection Register (Children subject to Child Protection Plan) •Initial Child Protection conference-child put on register | Common practice and in line with Protocol Default Timescale |
| | Children convicted of sexual offences | Permanent. Retain for 75 years and then offer to Archivist. | •Records relating to sexual offences applying to young | Statutory: Sex Offenders Act |

3 CLIENT SERVICES

| Ref | Function Description | Retention Action | Examples of Records | Notes |
|-----|---|---|--|--|
| | | | people under 20 years of age •Offences recorded on Sex Offender register | 1997, Schedule 1 |
| | Process involving summary case management of Persons Posing a Risk to Children (PPRC) | <p>Permanent. Retain for 75 years from 18th Birthday, i.e. when children involved attain the age of 93 then Offer to Archivist. Transfer to place of deposit after administrative use is concluded</p> <p>Referrals received where: - No individual is identified; or - No Children are named; and - No Council involvement is required. Retain for 12 months from date of referral.</p> | •PPRC | Statutory: Sex Offenders Act 1997, Schedule 1 Also: Common practice closed for 70 years |
| | Process involving individual case assessment, investigation, registration, and management of children involved in child protection: a) investigated, conferenced and registered b) core assessment c) investigated but not conferenced and registered d) Contact, referral and initial assessment only | Destroy 75 years from 18th birthday c) 35 years from closure d) 5 years from closure | •Child protection case files which have •Conference minutes •Core assessment •Investigation •Registration •All other child care records on the individual | Common practice and in line with Protocol Default Timescale |
| | Process involving individual cases involving initial assessment and provision of advice in regards child | Destroy 75 years from 18th birthday | • Child protection files • Initial assessment • Files relating to unaccompanied minors | Common practice and in line with Protocol Default Timescale |

| 3 CLIENT SERVICES | | | | |
|-----------------------------------|--|--|---|---|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | protection | | • Advice only | |
| 3.3 Children's Education– General | | | | |
| | Pupil Files – Primary | Retain for the time which the pupil remains at the primary school Transfer to the secondary school (or other primary school) when the child leaves the school. | • Pupil record cards | Common practice |
| | Pupil Files-Secondary | Retain from DOB of the pupil + 25 years then dispose of securely | • Pupil record cards | Statutory: Limitation Act 1980 |
| | Children in need (who have not been adopted or looked after and who have not been the subjects of a child protection inquiry). Contact, referral and initial assessment only CIN: Contact and referral only | Destroy 10 years from closure Destroy 5 years from closure Destroy 3 years from closure All other child care records on the individual, including Children & Family Centre, DBIT records, Family Group meetings to be destroyed 10 years from closure or in accordance with applicable retention period for the main case record where a main case record exists. | • Case records | Common practice and in line with Protocol Default Timescale |
| | Video recordings of child witnesses | Subject to individual disposal decision by Director Children's Services and the senior Police Officer concerned. | • Video recordings • Taped evidence | Common practice |
| | Process involving registration of individual child | Destroy 10 years from last contact <i>Function carried out by OFSTED since 1st April</i> | • Child minder/day care • Registration files | Statutory |

| 3 CLIENT SERVICES | | | | |
|---|---|---|--|--|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | minders/day care providers | 2002. Some files remain with PCC | | |
| | Process involving use/management of specialist child minding/ day care provision by PCC for children & young persons social care | Destroy 10 years from last contact. If children have stayed overnight with the child minder concerned, destroy 35 years after last contact. | <ul style="list-style-type: none"> • Records on child minders • Sessional carers used for children & young persons social care purposes, • Investigation of allegations/incidents. | Fostering Service Regulations 2002/SI 2002 No 57 |
| | Statutory checks of social services records undertaken at request of other agencies | 7 years from date response provided Checks proven "Not Known" to the Council-retain for 12 months from date request responded to. | <ul style="list-style-type: none"> • Checks for Ofsted re child minding/day care applicants. • Checks for other fostering agencies | Statutory |
| 3.4 Special Educational Needs | | | | |
| | Process involving in assessing and providing individual support for children who have need of special education support (<u>Not</u> Looked-After Children) | Destroy 35 years from closure | <ul style="list-style-type: none"> • SEN statements and files • Non-statemented pupil files • Educational Welfare files • Educational Psychology files • Youth Offending Service files with SEN involvement | Common practice |
| 3.5 Family Support | | | | |
| | Process involving individual case management in the provision of support by the local Council to families | Destroy 6 years from file closure | <ul style="list-style-type: none"> • Parenting skills • Special education • Attendance records • Project files • Free School Meals Application Forms | Common practice |
| | Process involved in assessing a family's suitability in the care of children | Destroy in accordance with applicable retention period for the main Social Care and Health case record. | <ul style="list-style-type: none"> • Parenting skills • Family Aide work • Intensive Support Team | |
| 3.6 Adult and Elderly Case Files | | | | |
| | Process involving summary case management of | Permanent. Offer to Archivist. Transfer to place of deposit after administrative | <ul style="list-style-type: none"> • Elderly person's homes • Admission and discharge | Department of Health Guidance |

3 CLIENT SERVICES

| Ref | Function Description | Retention Action | Examples of Records | Notes |
|-----|--|--|---|--|
| | services or support to adults | use is concluded | registers • Administration of Medication records | |
| | Process involving in assessing and providing individual support for people with mental illness (People who are "mentally disordered"). | Destroy 20 years after last contact (or 8 years after date of death, whichever is the sooner) Carer complaint records-retain for 3 years from creation | <ul style="list-style-type: none"> • Mental Health files, including: • Day service records • Respite Care Spreadsheets • Substance Misuse records • Residential home records • Satellite records, • Finance records • Benefits Support files | Statutory: Adult Placement Schemes (England) Regulations 2004, No 2071 Regulation 22 Mental Health Act 1983 Other: Records Management: NHS Code Of Practice (2 nd Edition) – Annex D1 Department of Health Guidance |
| | Process involving in assessing and providing individual support or services for all other people | Destroy 10 years after last contact | <ul style="list-style-type: none"> • Day service provision • Learning & Physical disability • Sensory disability • Advice & Support • Rehabilitation and discharge • Communication support • Drug and alcohol misuse • Occupational therapy • Register of Disabled, Blind or Partially Sighted, Deaf or with a Hearing Loss • Supported Employment Client Records | Statutory: Chronically Sick and Disabled Persons Act 1970 (c44) Section 1 PCC practice |

| 3 CLIENT SERVICES | | | | |
|---|---|---|--|--|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | Home Care Services | Retain for 3 years from creation | <ul style="list-style-type: none"> Records of services provided | Statutory: The Domiciliary Care Agencies Regulations 2002 No 3214 Regulation 19 |
| | Process involved in checking the suitability of people to become supported lodgings providers for adults and case records of providers of placements | Destroy 7 years from closure | Adult Placement Scheme | |
| | Enquiries from potential providers of supported lodgings for adults, but who never subsequently submit a formal application to start the approval process | Destroy 1 year from last contact | <ul style="list-style-type: none"> Adult Placement Scheme | |
| | Provision of services to Asylum Seekers | Retain for 8 years since date of deportation/last contact | <ul style="list-style-type: none"> Records relating to provision of all social services for adult asylum seekers. | Statutory: Asylum & Immigration (Treatment of Claimants etc.) (Act 2004 (c19)) |
| 3.7 Admissions and Exclusions | | | | |
| | Case Files (including appeals) | Destroy 25 years from last action | <ul style="list-style-type: none"> Appeal files Exclusion files | Common practice |
| 3.8 Programme Management and Development | | | | |
| | Providing services or programmes for children | Destroy 7 years from closure | <ul style="list-style-type: none"> Social Worker Diaries & Notebooks | PCC practice |
| | Process involved in provision of services or programmes to | Destroy 25 years from closure | <ul style="list-style-type: none"> Attendance records Course reports | Common practice |

| 3 CLIENT SERVICES | | | | |
|------------------------------|---|---|---|-----------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | support the development of children | | | |
| | Process involved in provision of a services or programmes to support the development of young persons | Destroy 15 years from closure | | Common practice |
| | Process involved in provision of services or programmes to adults | Destroy 7 years from closure | | Common practice |
| 3.9 Residential Homes | | | | |
| | Summary management systems that manage children/adults housed by the local Council | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> •Children's/adults home Registers •Admissions registers •Discharge registers | Common practice |
| | Documents relating to the operation of the establishment | Destroy 75 years from 18th Birthday, i.e. when last resident individual attains the age of 93 | <ul style="list-style-type: none"> • Diaries • Rotas • Daily logs of activity • Record of pocket money and valuables • Medical/health care • Visitor records/logs • Inspection reports • Fire precautions and practices Plus, in the case of children's establishments: <ul style="list-style-type: none"> • Register of adults working in the home • Record of authorised/unauthorised absences • Sanctions | Common practice |

| 3 CLIENT SERVICES | | | | |
|-------------------|--|--|--|----------------------------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | | | <ul style="list-style-type: none"> • Menus • Secure unit records | |
| 3.10 Housing | | | | |
| | The process of the allocation and management of welfare housing by the local Council and the associated issues of homelessness | | | |
| | General Housing Issues | <p>Destroy 7 years from date of action.</p> <p>Rent Accounts destroy 12 years after tenancy terminated.</p> <p>Council tax/NDR Court Files destroy 6 years from end of case</p> <p>Council Tax/NDR applications for discounts /exemptions retain for life of claim</p> <p>Council Tax/NDR Financial reports retain until audited by PCC Internal Audit.</p> | <ul style="list-style-type: none"> • Home Energy • Housing Benefits • Renewals and Grants • Leaseholder Accounts • Mortgage Accounts • Rent Accounts • Council Tax/NDR Liability Orders/summonses • Council Tax/NDR Debt Write-off reports • Revenues & Benefits general correspondence • Right-to-Buy • Council Tax and NDR • Housing Development • Anti-Social Behaviour Orders and Interim Anti Social Behaviour Orders (ASBO) | Housing Finance & Legal Services |
| | Paper records relating to the application for housing | <ul style="list-style-type: none"> • Assessment Forms • Running records (eg emails, notes) • Financial information – benefits/personal banking details | <p>Applications (hard copy records)</p> <p>Destroy 6 months after case is closed and there has been no</p> | Best Practice |

3 CLIENT SERVICES

| Ref | Function Description | Retention Action | Examples of Records | Notes |
|-----|----------------------|--|---|---------|
| | | <ul style="list-style-type: none"> • Identity information • Court documents • Temporary accommodation information • Landlord/letting agent documents • Decision letters – including initial decisions • Medical information • Other agency documentations, eg police, support agencies, social care • Offer of accommodation documents | <p>further contact with the customer</p> <p>Unsuccessful Applications (hard copy records) Following Review: Destroy 6 months after the outcome of the review, the case has been closed and there has been no further contact with the customer.</p> <p>Electronic Applications System archive 6 months after case is closed and there has been no further contact with the customer.</p> <p>Unsuccessful Applications (Electronic records) Following Review: System archive 6 months after the outcome of the review, the case has been closed and there has been no further contact with the customer.</p> | |
| | Supporting People | Destroy 3 years from case closure unless of extended relevance. Sheltered Housing , destroy after length of tenancy plus 1 year unless of extended relevance. Homefinder files , Housing Waiting Lists, | <ul style="list-style-type: none"> • Hostels • Homefinder • Tenancy Support • Sheltered Housing • Supported Housing • Community Care | Housing |

| 3 CLIENT SERVICES | | | | |
|--------------------------------|------------------------------------|---|--|---|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | | destroy after life of application plus 1 year. Housing Improvement & Repairs Destroy 10 years from date of action. | <ul style="list-style-type: none"> • Housing Improvement & Repairs • Outreach teams | |
| | Housing Management | Key Tenancy records destroy 6 years after tenancy terminated. Length kept dependent on relevance (up to length of tenancy). | <ul style="list-style-type: none"> • Key Tenancy records (termination documents, sign-up slips etc). • Correspondence from Tenants | Housing |
| 3.11 Youth | | | | |
| | Youth Justice | Retain for 3 years from date of decision/order (or until the young person reaches their 18th Birthday whichever is sooner) Statutory orders-retain for 5 years from closure or transfer of case. (After 3 years-reduce case file to Pre-court decisions, reprimands, Final warnings and Referral Orders). | <ul style="list-style-type: none"> • Youth Offending Service Case files • Youth Court Papers • Pre-Court decisions • Reprimands • Final warnings • Referral Orders • Statutory orders | Statutory: Crime & Disorder Act 1998, Section 39 Also: Youth Justice Board Guidance. |
| | Youth Services | Destroy - 25 years from DOB or 10 years from last contact - whichever longer | <ul style="list-style-type: none"> • Youth Service files | |
| 3.12 Community Learning | | | | |
| | Learning Pembrokeshire | Retain for 6 years from Audit period for the financial year to which the grant relates. | <ul style="list-style-type: none"> • Enrolment forms • Registers • Class lists • Examination records | PCC Current practice |
| | Student Information Database (SID) | Destroy – 10 years after course completion | <ul style="list-style-type: none"> • Learner record & activity | PCC Current practice |

| 4 LEGAL AND CONTRACTS | | | | |
|-----------------------|----------------------|--|--|-------------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| 4.1 Claims | | | | |
| | Claims | Retain for 7 years Road Scheme Part 1 compensation claims. Retain for 6 years. | <ul style="list-style-type: none"> • High Court against PCC • High Court by PCC • County Court against PCC • County Court by PCC • Pension Claims-Dispute • Compensation payments • Road Scheme Part 1 compensation claims | Finance Services |
| 4.2 Contracts | | | | |
| | Contracts | <p>Unless stated otherwise-Retain for 16 years</p> <p>Pre-Contract Advice-Destroy 2 years after contract let or not proceeded with</p> <p>Pre-Qualification Questionnaires (PQQ) – destroy 1 year after contract has been let</p> <p>Specification and Contract Development – Contracts not under seal-destroy 6 years from contract expiry date.</p> <p>Specification and Contract Development – Contracts under seal-destroy 12 years after terms of contract have expired.</p> <p>Tender Issue and Return-Destroy 6 years from expiry or return of tender.</p> <p>Evaluation of Tender:</p> <p>Contracts not under seal-Summary tender evaluation criteria- destroy 6 years after the terms of contract have expired</p> <p>Contracts under seal-Summary tender evaluation criteria- destroy 12 years after the terms of contract have expired</p> <p>Contracts not under seal-successful tender</p> | <ul style="list-style-type: none"> • Major Works • Computer • Minor Works (Non-standard) • Consultancy • Goods • Services • Concession • Commission (Work) • Minor Works Contracts (Unit rate) • General • Consortium agreement • Warranties and indemnities • Agency contracts • Pre-Contract Advice • Tender issue, return and evaluation • Specification and Development of Contract • Post-tender negotiation • Award of Contracts | Finance Services. |

| 4 LEGAL AND CONTRACTS | | | | |
|-----------------------|----------------------|--|--|-------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | | <p>documents-destroy 6 years after terms of contract have expired.</p> <p>Contracts under seal-successful tender documents-destroy 12 years after terms of contract have expired.</p> <p>Unsuccessful tender documents-destroy at end of contract period</p> <p>Post –tender negotiation- Destroy 1 year after terms of contract have expired.</p> <p>Awarding of Contract-Contracts not under seal-destroy 6 years after terms of contract have expired.</p> <p>Awarding of Contract-Contracts under seal-destroy 12 years after terms of contract have expired</p> <p>Contract Management-Contracts not under seal-destroy 6 years after terms of contract have expired</p> <p>Contract Management-Contracts under seal-destroy 12 years after terms of contract have expired</p> <p>Contract Management operation and monitoring-Service level agreements, compliance reports, performance reports</p> <p>Tenders aborted-Retain for 6 months from end of process</p> | <ul style="list-style-type: none"> • Pre-Qualification Questionnaires • Contract monitoring arrangements | |
| 4.3 Debts | | | | |
| | Debts | Retain for 7 years | <ul style="list-style-type: none"> • Ex-Tenant Arrears (without existing orders) • Overpaid Housing Benefit • Building Inspection Fees • Overpaid Housing Benefit to | |

4 LEGAL AND CONTRACTS

| Ref | Function Description | Retention Action | Examples of Records | Notes |
|-----|----------------------|------------------|---|-------|
| | | | <ul style="list-style-type: none"> Landlord • Employee Debts • Furniture Pack • Hostel Arrears • Rechargeable Works • Drain/Footway & Repair Work • Market Stall Arrears • Commercial Debts • RTB Service & Repair Charges • Works in Default • Accident Damage • Overpaid Council Tax Benefit • Overpaid Student Grants • Furniture Storage • Residential Care Homes • Shop Front/Face Lift Scheme • Racial Harassment Loan • Home Care Charges • Housing Renovation Grant • Advertising • Block Schemes • Magazine Business Centre • Ex –Tenant Arrears (With existing Court Order) • Tipping Charges • Target Rent Cooker • Removal of Rubbish • Deposit Guarantee Scheme • Sundry Debts | |

| 4 LEGAL AND CONTRACTS | | | | |
|-----------------------|--------------------------------|---|---|---|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | | | <ul style="list-style-type: none"> • Liquidation | |
| 4.4 Education | | | | |
| | Education Files | Retain for 7 years. | <ul style="list-style-type: none"> • Special Educational Needs legal files • Delegated Budget • Educational Records • Nuisance (Schools) • Pupils • School Premises • School Transport • Student Transport • ACPC • Registered Child minder/Day Care • General Advice (Education) • General Advice (Children) | |
| | School Exclusions & Admissions | <p>School Admission Appeals Retain for 2 years from conclusion of process</p> <p>School Exclusion Appeals Retain for 5 years from conclusion of process</p> | <ul style="list-style-type: none"> • Exclusions legal files • Admissions • Complaints Panel • Representations Panel | <p>School Admission Appeals Code, issued under Section 84 School Standards and Framework Act 1998</p> <p>Exclusion from maintained Schools, Academies and Pupils Referral Units in England (Statutory Guidance)</p> |

| 4 LEGAL AND CONTRACTS | | | | |
|-----------------------|--|---|---|---|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | Student Awards | Retain for 2 years | <ul style="list-style-type: none"> • Awards | |
| | Educational Trusts | Permanent-Minimum 7 years | <ul style="list-style-type: none"> • Educational Trusts | |
| 4.5 Employment Law | | | | |
| | Employment Law | Retain for 7 years | <ul style="list-style-type: none"> • Advice • Tribunals • Disciplinary matters • Equal pay claims | |
| 4.6 Housing | | | | |
| | Administration of Housing Benefit, Discretionary Housing Payments, Council Tax Support | General. Retain for 7 years | <ul style="list-style-type: none"> • Benefit/Discount application forms and any other supporting paperwork. | Financial requirement = 6 years plus current. |
| | General Housing issues | Disposal (Non RTB) Permanent. Section 25 (Unit Rate). Retain for 16 years Section 25 (non-standard). Retain for 16 years | <ul style="list-style-type: none"> • Housing Benefit Review Board • Housing Possession-Rent Arrears • Housing Possessions-Non Rent • Housing Renewal Grant Work • Housing Renovation Grants • Introductory Tenancies Panel Attendance-Housing • Introductory Tenancies-Rent • Introductory Tenancies-Non-Rent • Section 25 (Unit Rate) | |

| 4 LEGAL AND CONTRACTS | | | | |
|-------------------------------------|-----------------------------|----------------------------|---|--------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | | | <ul style="list-style-type: none"> • Section 25 (Non-standard) • Disposal (Non RTB) • Title/Status Enquiry (Property) • Mortgage Work (Non RTB) • Release of Rent bond | |
| | Right-to-Buy | Retain for 25 years | <ul style="list-style-type: none"> • Right-to-Buy (Unit rate) • Right-to-Buy (Non standard) | |
| | Lease/Tenancy | Retain for 16 years | <ul style="list-style-type: none"> • Assignment • Grant • Renewal • Rent Review • Surrender • Termination • Variation • Way Leave | |
| 4.7 Licences & Licensing | | | | |
| | Licences | Retain for 16 years | <ul style="list-style-type: none"> • Standard • Non-Standard • Amenity • Property | |
| | Licensing | Retain for 7 years | <ul style="list-style-type: none"> • Appeals • Liquor Licensing | |
| 4.8 Planning | | | | |
| | Planning Orders | Retain for 50 years | <ul style="list-style-type: none"> • Agreements • Enforcements • Traffic Regulation Orders • Discontinuance Notices | |
| | Appeals | Retain for 7 years | <ul style="list-style-type: none"> • Planning Appeals | |

| 4 LEGAL AND CONTRACTS | | | | |
|--------------------------------------|--------------------------------|---|--|-----------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | Listed Buildings | Retain for 50 years offer to Archives | <ul style="list-style-type: none"> Listed Buildings | |
| 4.9 Prosecutions | | | | |
| | PCC Prosecution Files | Retain for 7 years | <ul style="list-style-type: none"> Prosecutions by PCC Injunctions Anti-social behaviour | |
| | Material unused in prosecution | Retain until 6 months after conviction, or 6 months after release from prison where a custodial sentence was awarded. | <ul style="list-style-type: none"> Prosecutions by PCC | Statutory basis |
| | Prosecutions against PCC | Retain for 7 years | <ul style="list-style-type: none"> Prosecutions against PCC | |
| 4.10 Social Care & Health | | | | |
| | Adoption | Retain for 125 years from DOB | <ul style="list-style-type: none"> Adoption files CICA Claims | |
| | Adoption Panels | Retain for 25 years | <ul style="list-style-type: none"> Adoption panels Complaints panel | |
| | Community Care | Retain for 7 years | <ul style="list-style-type: none"> Assessments Finance | |
| | Care Proceedings | Retain for 25 years | <ul style="list-style-type: none"> Care Proceedings Private law proceedings | |
| | Case Conferences | Retain for 25 years | <ul style="list-style-type: none"> Case Conferences | |
| | Disclosure | Retain for 7 years | <ul style="list-style-type: none"> P11 | |
| | Learning Disabilities | Retain for 7 years | <ul style="list-style-type: none"> Learning Disabilities | |
| | Provision of Services | Retain for 7 years | <ul style="list-style-type: none"> Adult Services General Advice (Adults) Financial Assessment Advice | |
| | Mental Health | Retain for 10 years | <ul style="list-style-type: none"> Mental Health | |

| 4 LEGAL AND CONTRACTS | | | | |
|-----------------------|---------------------------|--|--|-------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | Registered Homes | Retain for 7 years | <ul style="list-style-type: none"> Registered Homes | |
| | Reports | Retain for 25 years | <ul style="list-style-type: none"> S7 S37 Looked-after Children | |
| | Secure Accommodation | Retain for 25 years | <ul style="list-style-type: none"> Secure Accommodation | |
| | Inherent Jurisdiction | Retain for 25 years | <ul style="list-style-type: none"> Inherent Jurisdiction | |
| 4.11 Traffic | | | | |
| | Traffic files | Retain for 25 years | <ul style="list-style-type: none"> Highways Agreement Traffic Regulation Orders (other) | |
| | Traffic Regulation Orders | Retain for 7 years | <ul style="list-style-type: none"> Traffic Regulation Orders (Temporary) Traffic Regulation Orders (Special) | |
| | Street Naming | Permanent | <ul style="list-style-type: none"> Renaming of Streets | |
| 4.12 Other Files | | | | |
| | Miscellaneous Files | Retain for 25 years Procurement process work. Retain for 7 years Judicial review. Retain for 7 years Charter and Civic Rights. Permanent Economic Development. Retain for 16 years. | <ul style="list-style-type: none"> Compulsory Purchase Orders Shires Compulsory Purchase order Charter and Civic Rights Covenants Releases Variation Easement Miscellaneous Procurement processwork | |

4 LEGAL AND CONTRACTS

| Ref | Function Description | Retention Action | Examples of Records | Notes |
|-----|--------------------------------------|----------------------------|---|-------|
| | | | <ul style="list-style-type: none"> • Judicial review • Economic Development | |
| | Preservation Orders | Permanent | <ul style="list-style-type: none"> • Preservation Orders | |
| | Footpaths | Retain for 25 years | <ul style="list-style-type: none"> • Footpath Diversion Orders | |
| | Statutory Acquisitions and Purchases | Retain for 25 years | <ul style="list-style-type: none"> • Acquisitions • Appropriations • Transfers • Purchases (Land) • Transfer of deeds by PCC | |
| | Grants & Loans (Non Housing Renewal) | Retain for 16 years | <ul style="list-style-type: none"> • Non Housing • ERDF funded projects | |
| | Trespass | Retain for 16 years | <ul style="list-style-type: none"> • Land • Property | |
| | Joint Consultative Committee | Retain for 7 years | <ul style="list-style-type: none"> • JCC | |
| | Service Standards | Retain for 7 years | <ul style="list-style-type: none"> • Service Standards | |
| | Directorate | Retain for 7 years | <ul style="list-style-type: none"> • General Advice • Policy Documents • Enquiries • Corporate legal advice • CCT-DSO Advice | |
| | Land Registry | Retain for 7 years | <ul style="list-style-type: none"> • Land Searches • Registration • Voluntary registration project | |
| | Intellectual Property | Retain for 80 years | <ul style="list-style-type: none"> • Intellectual Rights | |
| | Local Council Company work | Permanent | <ul style="list-style-type: none"> • Company work | |

4 LEGAL AND CONTRACTS

| Ref | Function Description | Retention Action | Examples of Records | Notes |
|------------|-----------------------------|---------------------------|--|--------------|
| | Trust and Probate work | Permanent | <ul style="list-style-type: none">• Trusts (Advice and assistance) | |
| | Orders | Permanent | <ul style="list-style-type: none">• Orders otherwise uncategorized | |
| | Complaints | Retain for 7 years | <ul style="list-style-type: none">• Legal complaints | |

| 5 STATUTORY SERVICES | | | | |
|--|--|---|--|-----------------------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| 5.1 Registrar of Births, Marriages and Deaths | | | | |
| | Process of the summary registration of a birth, death or marriage | Permanent. Offer to Archivist. Transfer to Place of Deposit after administrative use is concluded | <ul style="list-style-type: none"> •Deaths register •Births register •Marriage/Civil Partnership register | Common practice |
| | Process of certification of the registration of a birth, death or marriage/Civil Partnership | Destroy 7 years after last action | <ul style="list-style-type: none"> •Birth certificate •Death certificate •Marriage certificate | Common practice |
| 5.2 Marriage Services | | | | |
| | Process of conducting a marriage service | Destroy 3 years after last action | | Common practice |
| 5.3 Notices | | | | |
| | Process of notification in relation to birth, death or marriage | Destroy 2 years after last action | <ul style="list-style-type: none"> •Wedding banns •Notice of marriage | Common practice |
| 5.4 Coroners | | | | |
| | Summary registration of reported deaths | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded | •Reported deaths register | Set by Public Record Office |
| | Coroner's case work. For further information please refer to Home Office website www.homeoffice.gov.uk/circulars/1999/hoc9959.html | | | |
| | The process and actions of inquiring into deaths which do not proceed to an inquest. | Destroy 15 years after last action | •Coroner's case files | Set by National Archives |

5 STATUTORY SERVICES

| Ref | Function Description | Retention Action | Examples of Records | Notes |
|---------------------------|--|--|-----------------------|---|
| | The process and actions of inquiring into deaths which proceed to an inquest | Permanent. Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded | •Coroner's case files | Set by National Archives. Can be sampled according to: •set a precedent in law or practice; •Relate to an individual, accident or crime subject to prolonged or repeated interest from the national media. |
| 5.5 Treasure Trove | | | | |
| | The process and actions of Treasure inquests | Destroy 2 years after last action | | Set by National Archives |

| 6 HUMAN RESOURCES | | | | |
|---|--|---|---|--|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| 6.1 Employment Services Administration | | | | |
| | <p>Summary management systems that allow the monitoring & management of employees in summary form</p> <p><u>Note: The summary information that this record class attempts to capture is:</u></p> <ul style="list-style-type: none"> •Name •DOB •Gender •Marital status •Home address •Telephone number •Emergency contacts •Next-of-kin •Date of appointment •Work history details •Position/designation •Titles & dates held •Salary records | <p>Permanent. Offer to Archivist for review.</p> <p>Transfer to place of deposit after administrative use is concluded</p> <p>Salary record, destroy 7 years after termination of employment</p> <p>Overpayments, destroy after 7 years.</p> <p>E1As, Destroy after duration of employment + 7 years</p> <p>Payslips, destroy after 7 years, ideally retain 13 years due to pension queries.</p> <p>Flexitime/timesheets, current + 2 years.</p> <p>WTD opt-out form, duration of employment or 3 years after opt-out has been rescinded or ceased to apply</p> <p>Establishment Lists, retain for up to 5 years for reasons relating to recruitment etc.</p> <p>Employee contact details, duration of employment in post/section</p> <p>Salary verification and Benefit Agency enquiries, rolling 6 months.</p> <p>Fraud Enquiries (Forms EQ1 & FU9) retain for 3 years from receipt</p> | <ul style="list-style-type: none"> •Employment Register – Permanent Staff •Employment Register – Temporary Staff •Employment Register – Casual Staff •Registers of Employment Services files •Personal History cards •Superannuation history card • Salary master record • Timesheets • Overpayments • E1As • Payslips • Flexitime • Working Time Directive Opt-out form • Establishment Lists • Employee contact details • Salary verification/mortgage etc. • Benefit Agency enquiries | <p>Common practice Employment Services</p> |

| 6 HUMAN RESOURCES | | | | |
|---------------------------------------|--|---|--|--|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | The process of administering employees to ensure that entitlements & obligations are in accordance with agreed employment requirements. Records containing pension information | Destroy 7 years after termination of employment. Probationary assessment forms and additional notes , 1 year after satisfactory completion Pension documentation destroy 3 years from date of leaving | <ul style="list-style-type: none"> •Medical clearance •Letter of appointment •Letter of acceptance •Employment contracts •Details of assigned duties •Probation assessment forms and additional notes •Medical examinations •Personal particulars •Educational qualifications •Declarations of pecuniary interests •Secrecy undertakings •Death in service details | Income tax (paye) regulations, National Insurance regulations, National Minimum Wage regulations, LGPS, TPS and NHS regulations. |
| | HR Records relating to staff working with children & vulnerable adults | Destroy 93 years from staff DOB (or dates to run in line with LAC files of children whichever is longer) | <ul style="list-style-type: none"> •Staff supervision records •Staff File | PCC Current practice |
| | Leave | Destroy 7 years after termination of employment. Compassionate leave , Current and previous two calendar years Request and approval of annual leave carried forward , current and previous year Record of annual leave taken , Line Manager must retain current and previous year TOIL , Line manager must retain current and previous year. | <ul style="list-style-type: none"> •Unpaid leave •Paternity leave •Maternity leave •Compassionate leave •Request and approval of annual leave carried forward •Record of annual leave taken •TOIL | Employment Services |
| 6.2 Employee and Industrial Relations | | | | |
| | Identification and development of significant directions concerning industrial matters | Permanent. Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> •Generic agreements and awards •Negotiations •Disputes | Common practice |

| 6 HUMAN RESOURCES | | | | |
|-------------------|---|--|--|--|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | | | <ul style="list-style-type: none"> •Claims lodged •Conditions of Service •Staff briefings | |
| | Liaison processes of minor and routine industrial matters | Destroy 2 years after administrative use is concluded | <ul style="list-style-type: none"> •Daily industrial relations management | Common practice |
| | Processing of disciplinary and grievance investigations where proved | Oral Warning – 6 months Written Warning - 1 year Final Warning – 2 years Grievances – 1 year from resolution (incl. exhaustion of Employment Tribunal rights) The above warning to be removed & destroyed after relevant time has been 'spent'. Warnings Involving Children/vulnerable adults – Placed on personal file permanently (for life of HR file) | <ul style="list-style-type: none"> •Disciplinary | For all practical purposes this function would not be subject to records management, except for Warnings Involving Children/vulnerable adults, which remain on the personal file permanently for reference purposes. (See 29.1.3 & 29.1.4) |
| | Processing of disciplinary and grievances investigations were unfounded | Destroy immediately after the grievance has been found to be have been unfounded; or after appeal | <ul style="list-style-type: none"> •Disciplinary | Common practice Employment Services |
| | Capability | Destroy 12 months after confirmation of satisfactory performance in employment | <ul style="list-style-type: none"> •Notes and associated papers | Employment Services |

| 6 HUMAN RESOURCES | | | | |
|---|---|--|--|--|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| 6.3 Equal Employment Opportunities | | | | |
| | The process of investigation and reporting on specific cases to ensure that entitlements and obligations are in accordance with agreed Equal Employment Opportunities guidelines policies | Destroy 5 years after action completed | | Common practice |
| 6.4 Sickness Records | | | | |
| | For Attendance management, Health and Safety and OSP/SSP | Destroy 7 years after date of certificate/form. Absence returns -destroy 3 years after date of absence Complex Sickness cases and those involving third party claims -destroy 3 years after date of incident dependent on sensitivity | <ul style="list-style-type: none"> •Certification of absence forms •Self-certification forms •Doctors certificates •Staff absence form/return •Sickness schedules | Statutory Sick Pay Act 1994 |
| 6.5 Recruitment | | | | |
| | The selection of an individual for an established position | Advertisements , 1 year from advert . Application Forms, Successful candidate , duration of employment in post except where post is temporary. Unsuccessful candidate , 7 mnths from date of appointment. | <ul style="list-style-type: none"> •Advertisements •Application Forms •Referee reports •Interview reports/notes •Unsuccessful applicants •Recruitment complaints •Information on “hold” candidates” | Sex Discrimination Acts 1975 and 1986. Race Relations Act 1976 Limitations Act 1980 Equalities Act 2010 |

| 6 HUMAN RESOURCES | | | | |
|----------------------|--|--|--|--|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | | | | |
| | | DBS disclosures , Should retain neither Disclosures nor a record of Disclosure Information contained within them for longer than is required for the particular purpose. In general, this should be no later than twelve months after the date on which recruitment or other relevant decisions have been taken, or after the date on which any dispute about the accuracy of the Disclosure Information has been resolved. | <ul style="list-style-type: none"> •DBS disclosures | Disclosure and Barring Service Code of Practice. |
| 6.6 Staff Monitoring | | | | |
| | Performance | Destroy 5 years after action completed for employees in services Ex-Employees retain for 2 years from date of leaving Council. The exception are those working with Children & Vulnerable adults. | <ul style="list-style-type: none"> •Probation reports •Performance plans •Personal Development Review (PDR) | Common practice |
| | Process of monitoring staff leave and attendance | Destroy 3 years after action completed Promoting Health at Work information -retain for duration of employment. Statutory payment information retained for 7 years. | <ul style="list-style-type: none"> •Sick leave •Jury service •Study leave •Special and personal leave •Attendance books •Flexitime sheets •Leave applications •Clock on/off cards •Annual leave | Common practice |

| 6 HUMAN RESOURCES | | | | |
|-------------------------------------|---|--|--|---|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| 6.7 Staff Retention | | | | |
| | Financial reward | Destroy 7 years after action completed | | Common practice All records relating to actual payments are dealt with under finance |
| | Other strategy | Destroy 3 years after action completed | | Common practice |
| 6.8 Termination | | | | |
| | The process of termination of staff through voluntary redundancy, dismissal and retirement | Destroy 7 years after termination If a pension is paid then records should be destroyed 6 years after last payment of pension | <ul style="list-style-type: none"> •Resignation •Redundancy (Section 188) •Dismissal •Death •Retirement | Common practice |
| 6.9 Training and Development | | | | |
| | Routine staff training Documentation and Evaluation, not OH, safety or children/vulnerable adults related (excludes records stored on itrent) | Destroy 2 years after action completed General course information/completion stored on itrent - Destroy 7 yrs after termination of Employment | <ul style="list-style-type: none"> •Staff induction •Course Evaluation sheets | Common practice |
| | Training (concerning children & vulnerable adults) | Destroy 35 years after training completed, or last entry | <ul style="list-style-type: none"> •Course individual staff assessment •training register | Common practice |
| | Training (materials) | Destroy 3 years after course is superseded Including First Aid Fire Safety 5 years after course superseded | <ul style="list-style-type: none"> •Course outlines and materials. Keep an archive. No personal information | Common practice Risk Management |

| 6 HUMAN RESOURCES | | | | |
|--|--|---|---|---------------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | Training-requests for | Current and 2 previous years | <ul style="list-style-type: none"> •Staff Requests •Managers nomination forms | Employment Services |
| | ILM Qualifications, assignments and Mark sheets. | Assignment and mark sheets to be destroyed one year after completion of the qualification | <ul style="list-style-type: none"> •Paper assignments •Electronic records | Common practice |
| | Training (proof of completion) | Destroy 7 years after action completed | <ul style="list-style-type: none"> •Certificates •Awards •Exam results | Common practice |
| | Training plans | Current and 2 previous years | <ul style="list-style-type: none"> •Staff plans •Training agreements •PCC Appraisal scheme | Employment Services |
| | | | | |
| | | | | |
| 6.10 Appointments of Statutory Officers | | | | |
| | Summary management systems that allow the monitoring and management of statutory officers in summary form | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> •Magistrates register | Common practice |
| | The process of administering employees to ensure that entitlements and obligations are in accordance with agreed employment requirements | Destroy 7 years after departure from employment | | Common practice |

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|--|---|---|---|-----------------|
| | The appointment of an individual for a statutory position | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> •Appointment Files •Shrievalty •Magistrates •Lord Lieutenant •Tax commissioners •Section 151 | Common practice |
| | The process of selection of an individual for an | Destroy 1 year after date of appointment | •Vacancies & applications records | Common practice |

| 6 HUMAN RESOURCES | | | | |
|---------------------------------|---|---|--|---------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | statutory position | | <ul style="list-style-type: none"> •Interview notes •Prospective staff records •Registers of applicants •Unsuccessful applications records | |
| 6.11 Occupational Health | | | | |
| | Health Surveillance | Minimum 40 years from date of leaving | <ul style="list-style-type: none"> •Health surveillance medical notes | Statutory |
| | First aid at Work training | Keep records for 3 years from date of last training | <ul style="list-style-type: none"> •OH&S training register •Resourcelink | Best Practice |
| | Diaries of appointments for Occupational Health Advisers and Medical Officers | Retain for 1 year | | Best Practice |
| | Pre-employment health questionnaires | Retain for 5 years hard copy - electronic copy held on HR file for life of file | | Best Practice |
| | Referral forms, clinical records and OH reports | Retain for 7 years from date of leaving | <ul style="list-style-type: none"> •Ill health retirement •Medical redeployment •Health assessment | Best Practice |
| | GP and consultant reports | Retain for 7 years from leaving date | | Best Practice |
| | Admin records pertaining to health screening and surveillance | Retain for 7 years | <ul style="list-style-type: none"> •Health surveillance log sheets •DSE screening records | Best Practice |
| | Telephone message book | Retain for 1 year | | Best Practice |
| | Vaccination records | 7 years from date of leaving or last immunisation or blood test (old records) | <ul style="list-style-type: none"> •Hep B •Flu vaccine •TB | Best Practice |
| | Record of refrigerator | Retain for 1 year | | |

6 HUMAN RESOURCES

| Ref | Function Description | Retention Action | Examples of Records | Notes |
|------------|--------------------------------|----------------------------|----------------------------|---------------|
| | temperature | | | |
| | Counselling case files | 7 years from close of case | | Best Practice |
| | Counselling supervision record | Retain for 7 years | | Best Practice |
| | Food handling screening | 7 years from leaving date | | Best Practice |
| | DSE screening | 7 years from leaving date | | Best Practice |

| 7 FINANCIAL MANAGEMENT | | | | |
|-----------------------------------|--|---|---|--------------------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| 7.1 Accounts | | | | |
| | Accounts | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> •Published Final Accounts •Signed Audited Accounts | Finance |
| | Working Papers | Retain for 3 years | <ul style="list-style-type: none"> •Final Accounts working papers | Finance |
| | FMIS | Retain for 3 years | <ul style="list-style-type: none"> •FMIS Records | Finance |
| | Statutory Accounting Purposes | Permanent. Offer to Archivist | <ul style="list-style-type: none"> •Asset Register •Inventory records | Finance |
| | Statistical Returns | Retain for 3 years | <ul style="list-style-type: none"> •Government Statistical Returns •RO & CO Forms | Finance |
| | Journals | Retain for 6 years | <ul style="list-style-type: none"> •Journals | Finance |
| 7.2 Budget Preparation | | | | |
| | Published Books | Retain for 6 years (Chief Financial Officer only) | <ul style="list-style-type: none"> •Budget Books | Finance |
| | Estimates | Retain for 3 years | <ul style="list-style-type: none"> •Detailed Working Papers •Summaries | Finance |
| 7.3 Expenditure and Income | | | | |
| | Bank Statements | Retain for 7 years | <ul style="list-style-type: none"> •Bank Statements | Finance |
| | Evidence of Banking | Retain for 7 years | <ul style="list-style-type: none"> •evidence of money being banked | Finance |
| | Evidence of cash recorded in Council systems | Retain for 7 years | <ul style="list-style-type: none"> •records of cash recorded | Finance |
| | Evidence of Postal Payment | Retain for 7 years | <ul style="list-style-type: none"> •records of postal payment | Finance |
| | Monies received and receipted | Retain for 7 years from date of payment or receipt Payment Card Transaction receipts-retain for 3 years Direct Debit details-For a "live" account, where new methods of payment are chosen-retain previous details for 6 months Payment (Credit/Debit card) details-for a "live" account retain for 6 months if unused "Closed" accounts where credit card/debit card details are held-dispose of once account is closed | <ul style="list-style-type: none"> •Audit records | Finance Statutory |

| 7 FINANCIAL MANAGEMENT | | | | |
|------------------------|--|--|--|---------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | Records of monies paid out and received | Retain for 7 years from date of payment or receipt | <ul style="list-style-type: none"> •Cash Books •Receipt Books & receipts | Finance |
| | Cheques | Retain for 3 years from date of issue (Original retained by Bank for 6 months, copies retained by Bank for 6 years) | <ul style="list-style-type: none"> •Cheques drawn on Council bank accounts | Finance |
| | Invoice raising | Retain for 7 years | <ul style="list-style-type: none"> •Prime evidence of invoice raising •Microfilm and scanned evidence | Finance |
| | Purchase Orders | Retain for 7 years | <ul style="list-style-type: none"> •Purchase Orders •Food orders | Finance |
| | Receipt of Invoices | Retain for 7 years | <ul style="list-style-type: none"> •Invoices received •Microfilm & scanned invoices | Finance |
| | Evidence of Goods Received | Retain for 3 years | <ul style="list-style-type: none"> •Goods Received Notes •Advice Notes •Delivery Notes | Finance |
| | Monies claimed | Retain for 7 years | <ul style="list-style-type: none"> •Expense claims •Allowance claims •Copy receipts •Petty Cash •Logs submitted in respect of multiple claims | Finance |
| | Other Categories | Retain for 7 years | <ul style="list-style-type: none"> •Loan and Investment records (after redemption of loan) •VAT, Income Tax and National Insurance Records | Finance |
| | Reports issued to and retained by budget holders | For blank reports - Retain only until subsequent month has been distributed to budget holders For completed and returned reports – Once the annual external audit is completed that needs to be retained. Retain only the last forecast submitted (normally period 10 or 11) and the outturn period 13 | <ul style="list-style-type: none"> •Blank reports (those sent monthly to budget holders) •Completed and returned reports | Finance |

| 7 FINANCIAL MANAGEMENT | | | | |
|----------------------------------|--|---|---|----------------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | | (which is not a submitted forecast) for 1 year . | | |
| 7.4 Stores | | | | |
| | Records | Retain for 3 years | •Stores records | Finance |
| | Stores Notes | Retain for 3 years | •Issue Notes •Requisition Notes •Requisition Books-completed | Finance |
| 7.5 Other Finance Records | | | | |
| | Contracts | Retain for 16 years | •Contracts •Agreements | Statutory Finance |
| | Court Cases | Retain for 6 years | •Papers | Finance |
| | Deeds | Permanent. Offer to Archivist | •Land Deeds •Property Deeds | Finance |
| | Insurance | Retain for 6 years | •Insurance Records | Finance |
| | Internal Audit | Until next full audit review | •Internal Audit Files | Finance |
| | Land & Property Documents | Permanent. Offer to Archivist | •Land Rental Documents •Property Rental Documents •Property Valuation Lists •Purchase of Property Register •Sale of Property Register | Finance |
| | Standing Orders | Permanent. Offer to Archivist | •Standing Orders | Finance |
| | Regulations | Permanent. Offer to Archivist | •Financial Regulations | Finance |
| | European Structural Fund (ESF) & European Regional Development Fund (ERDF) Grant-funded cost centres | Retain for 12 years from completion of the project. | •All documents and files, including original invoices | Finance |
| | Grant Claims | Retain for 7 years or as required by grant-awarding body | •All documents and files, including original invoices | Finance |
| | Private Finance Initiative (PFI) | Retain for 12 years from completion of the project. | •Outline Business Case •Working papers | Finance |

| 7 FINANCIAL MANAGEMENT | | | | |
|-------------------------------|--|--|---|--------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | | | <ul style="list-style-type: none"> •Financial models | |
| | Regeneration schemes and Public Private Partnerships | Retain for 12 years from completion of the project. | <ul style="list-style-type: none"> •Working papers •Financial models •Business cases | Finance |

| 8 PROPERTY AND LAND MANAGEMENT | | | | |
|--|--|--|--|---|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| 8.1 Property Acquisition and Disposal | | | | |
| | Management of the acquisition (by financial lease or purchase) process for real property (see also 21.1.0) | Retain for duration of Council's legal interest or life of property or building plus 12 years. Offer material re All properties to Archivist for review | <ul style="list-style-type: none"> •Plans •Title Deeds | Common practice |
| | Management of the disposal (by sale or write off) process for real property | Destroy 15 years after all obligations/entitlements are concluded. Offer material re All properties to Archivist for review | <ul style="list-style-type: none"> •Legal documents relating to the sale •Particulars of sale documents •Board of Survey •Tender documents •Conditions of contracts | Common practice |
| 8.2 Property Development and Renovation | | | | |
| | The process of managing and undertaking renovations and development of property | Retain for 7 years | | |
| | Management: buildings and estates of "special interest." | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> •Project specifications •Plans •Installation manuals •Certificates of approval | Common practice |
| | Management: all other buildings and estates | Retain for duration of Council's legal interest or life of property or building plus 12 years | <ul style="list-style-type: none"> •Project specifications •Plans •Installation manuals •Certificates of approval | Common practice. For asbestos see health and safety under General Public Services |
| | The action process involved in the development and | Destroy 15 years after the conclusion of the transaction that the record supports | <ul style="list-style-type: none"> •Work orders •Tender documents •Conditions of contracts | Common practice |

| 8 PROPERTY AND LAND MANAGEMENT | | | | |
|---------------------------------------|--|---|--|-----------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | renovation of property | | | |
| 8.3 Leasing and Occupancy | | | | |
| | The process of managing leased property | Destroy 15 years after the expiry of the lease. Tenancy records only need to be kept for 6 years after expiry. | <ul style="list-style-type: none"> •Lease agreements •Rental expenditure authorities •Valuation queries •Applications for leases, licences & rental revision | Common practice |
| | The process of managing the occupancy of property | Destroy 7 years after the conclusion of the transaction that the record supports. Tenancy records only need to be kept for 6 years after expiry. | <ul style="list-style-type: none"> •Requests for works, cleaning, etc. | Common practice |
| 8.4 Housing Provision | | | | |
| | The process of managing local Council welfare housing estates | Destroy 4 years after last action | <ul style="list-style-type: none"> •Stock monitoring records | Common practice |
| 8.5 Systems Management | | | | |
| | The internal process to develop or extend the capabilities of a system used to support the activities of the local Council | Retain for life of system then destroy | | |
| | The process to implement a system used to support the activities of the local Council | Destroy 7 years after last action | <ul style="list-style-type: none"> •Implementation plan | |
| | A corporate IT system used to support the activities of the local Council | Destroy 3 years after last action | Online customer portal/Account | |

| 8 PROPERTY AND LAND MANAGEMENT | | | | |
|--|---|--|--|-----------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| 8.6 Transport Management | | | | |
| | The process of acquisition and disposal of vehicles through lease or purchase. | Destroy 7 years after the disposal of the vehicle | <ul style="list-style-type: none"> •Leases •Contracts •Quotes •Approvals •Fleet authorisation numbers | |
| | The process of managing allocation & maintenance of vehicles | Destroy 7 years after the sale or disposal of the vehicle | <ul style="list-style-type: none"> •Approvals as drivers •Allocations & authorisations for vehicles •Maintenance | |
| | The process of recording vehicle usage | Destroy 3 years after the sale or disposal of the vehicle | <ul style="list-style-type: none"> •Vehicle usage reports | |
| | The process of recording drivers usage | Destroy 7 years after closure | <ul style="list-style-type: none"> •Vehicle log book | |
| 8.7 Insurance - Policy Management | | | | |
| | The summary management of insurance arrangements | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded. | <ul style="list-style-type: none"> •Insurance register | |
| | The process of insuring local Council officers, property, vehicles and equipment against negligence, loss or damage | Destroy 40 years after the terms of the policy have expired | <ul style="list-style-type: none"> •Insurance policies •Correspondence | Risk Management |
| | The process of renewing insurance policies | Destroy 7 years after the insurance policy has been renewed | <ul style="list-style-type: none"> • Insurance policy Renewal records • Correspondence | Risk Management |
| 8.8 Insurance - Claims Management | | | | |
| | The process that records insurance claims against the local Council or local Council officers | Destroy 11 years after all obligations/entitlements are concluded (allowing for the claimant to reach 25 years of age) | <ul style="list-style-type: none"> •Claims records •Correspondence | Risk Management |

| 9 GENERAL PUBLIC SERVICES | | | | |
|------------------------------|--|--|---|---|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| 9.1 Health and Safety | | | | |
| | Process of inspecting equipment to ensure it is safe | Destroy 7 Years from disposal of the equipment | •Equipment inspection records | Statutory |
| | Process of carrying out monitoring to ensure that processes are safe | Destroy 6 Years from last action | •Monitoring results •Health & Safety Inspection reports | Statutory |
| | Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos | Destroy 5 Years from last action Health Surveillance records -destroy 40 years from last action | • Property asbestos files | Control of Asbestos at Work Regulations 1987 and 2002 |
| | Closed Circuit Television systems, footage and related materials | Destroy 31 days after footage/images are recorded- unless footage/images have been requested for another use. | • CCTV footage • CCTV still images | |
| | Accident & Incident Records | (Retain <u>both</u> paper copy and electronic version) a. Retain for 6 years b. Retain for 6 years c. Retain for 25 years from DOB d. As relevant to above group e. Retain for 40 years | a. Incident report forms – employees b. Incident report forms – members of the public (adults) c. Incident report forms – members of the public (children) d. Investigation of work-related ill health cases by Safety Adviser e. Individual’s accidental exposure to radiation or Asbestos | Where the documents relate to identifiable individuals, the period of retention is absolute. Therefore they should not be disposed of prior to this period., and should only be exceeded |

9 GENERAL PUBLIC SERVICES

| Ref | Function Description | Retention Action | Examples of Records | Notes |
|-----|----------------------|--|--|--|
| | | | | <p>where there is a justifiable reason.</p> <p>Where documents relate to non-identifiable individuals, the periods stated here are the minimum recommended, but sections are at liberty to retain these longer if they wish.</p> |
| | Risk Assessments | <ul style="list-style-type: none"> a. Retain for 6 years (minimum retention period) b. Retain for 6 years (minimum retention period) c. Old RAs to be kept at least 6 years after newRA carried out (minimum retention period) d. Old RAs to be kept at least 6 years after new RA carried out (minimum retention period) e. Old RAs to be kept at least 6 years after newRA carried out (minimum retention period) f. Length of employment, plus 6years g. Retain for 6 years (minimum retention period) h. Retain for 6 years (minimum retention period) | <ul style="list-style-type: none"> a. COSHH substance risk assessments b. DSE risk assessments c. Asbestos risk assessments (of tasks and activities where exposure exceeds action level – incidents of exposure is listed above) d. Noise risk assessments/ surveys e. Vibration risk assessments/ surveys f. Personal/individual stress risk assessments | <p>Control of Substances Hazardous to Health Regulations 1999</p> <p>Control of Asbestos at Work Regulations 1987 and 2002</p> |

| 9 GENERAL PUBLIC SERVICES | | | | |
|---------------------------|--|---|--|-----------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | | | (individual Risk Assessments for identifiable LCC employees) g. Collective/team based stress risk assessments h. Other risk assessments not specifically listed above, that do not contain personal sensitive data. | |
| | Monitoring and Equipment | a. Retain for 6 years (minimum retention period) b. Retain for 6 years (minimum retention period) c. Retain for 6 years (minimum retention period) d. Retain for 6 years (minimum retention period) e. Retain for 6 years (minimum retention period) f. Retain for 21yrs | a. H&S monitoring (i.e. audit and inspection records) by safety advisers b. Plant/equipment inspection records c. Portable electrical equipment test records d. Fixed electrical inspection test records e. Written procedures/safe systems of work (other than asbestos etc.) f. Inspections of Play equipment | Statutory |
| | Food Safety | Cook/chill orders and comment sheets – retain for 3 years from date of order. Chiller graphs-retain for 3 months from reading. Fridge/chiller/freezer readings-retain for 3 months from reading. | • Food preparation records | |
| 9.2 Emergency Planning | | | | |
| | Process to develop the emergency/disaster plan for the local community | Permanent. Offer to Archivist for review. Transfer to place of deposit after superseded | • Major Incident Plan | |

| 9 GENERAL PUBLIC SERVICES | | | | |
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| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | Process of recording the results of the test for emergency/disaster plan for the local community | Destroy 10 years after closure | | |
| 9.3 Major Incident | | | | |
| | Activities that report on all major incidents in the local community, whether the emergency plan has been invoked or not | Permanent. Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded | | |
| | Activities that report on all minor incidents in the local community | Destroy 7 years after closure | | |
| 9.4 Certification and Licensing | | | | |
| | Summary management systems that allow the monitoring & management of registration, certification and licences registration requirements in summary form | Permanent. Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> • Visual impairment register | Common practice |
| | The administration of applications, registration, certification and licences in relation to local authorities' registration requirements | Destroy 2 years after registration or entitlement lapses Taxi driver Licensing: New Applicants- Retain for 5 years from date application is accepted Existing Licensees- Retain for 5 years from date last license expired | <ul style="list-style-type: none"> • Applications for registration of a business premises • Registers • Certificates of registration of: • Door supervisors • Taxi drivers • Beauty therapists • Gaming • Fire certification • Disabled Parking permits • Blue badge • Registration to sell poison | <u>Statutory</u> Note: may want archival review in cases of licensing of children in entertainment |

| 9 GENERAL PUBLIC SERVICES | | | | |
|----------------------------------|--|--|---|---|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | ANIMAL HEALTH & WELFARE RETENTION | 3 rolling years [LA's no longer responsible - all remaining licences to be destroyed by April 2018] | Animal Movement Licence - Sheep (AML1) | The Sheep and Goats (Records, Identification and Movement)(Wales) Order |
| | | Expiry 6 years | Animal Gathering Licence Trainer and exhibitor of performing animals licence | |
| | | Expiry + 1 year | Bovine TB restrictions, Removals, licences. | Issued by AHVLA - copy sent to us / Best Practice |
| | | End of Outbreak + 6 years | Animal Disease Outbreak Management - major incidents | |
| | | End of Outbreak + 3 years | Animal Disease Outbreak - Licences Issued | |
| | | 3 rolling years | Record of AH Inspections | |

| | | | | |
|--|--|-----------------------------------|-----------------------------------|--|
| | | 3 rolling years | Miscellaneous Animal Licences | |
| | | 3 rolling years | Breach of standstill records | The Disease Control Order 2003 / Best Practice |
| | | FSA guidance 6 yrs. | Record of Feed Inspections | |
| | | Duration of enforcing legislation | Isolation Unit Approvals | The Disease Control Order 2003 |
| | | Length of activity | Animal Feed Approval/Registration | EC Feed Hygiene Regulations 2005 / Best |
| | | | | |

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| | The process involved in licensing sites for the holding or use of toxic or hazardous substances. (Petrol, agricultural chemical products or herbicides etc.) | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded - 60 years after registration or entitlement lapses | <ul style="list-style-type: none"> • Diesel licences • Petroleum licences • Health and safety licensing • Hazardous substances • Contaminated land register/pollution | Common practice |
| | The process of registration of homes or carers for the care and support of children, in the responsibility of the local Council | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded - 25 years from closure of centre, or discontinuation of care The responsibility of OFSTED from 1 st April 2002 For retention of files on individual childminders/day care establishments see entry in section 3 Differs from RMS document which cites “child carers files” and “organisation files” as records falling within this category and requiring permanent retention. | <ul style="list-style-type: none"> • Organisation files • Child carers files • Childcare registration • Day care registration • Children's home | Common practice |
| | Process of registration of the Council's own operational social care establishments | Permanent. Offer to Archivist | <ul style="list-style-type: none"> • Children's home registration • Elderly Person's Home registration | Common practice |
| | The administration of the Blue Badge Disabled Parking Scheme | Applications relating to an issued badge are destroyed: <ul style="list-style-type: none"> • as soon as an application for a replacement badge is received • upon return of badge to PCC following death of holder | | Statutory: Chronically Sick and Disabled Persons Act 1970 (c44) |

| 9 GENERAL PUBLIC SERVICES | | | | |
|---|---|--|---|-----------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| | | Rejected applications - retained for 12 months Applications relating to expired badges where no application for replacement badge has been received – destroy at end of financial year during which badge expired | | Section 1 |
| 9.5 Notification | | | | |
| | The process of issuing notices to citizens with respect to particular responsibilities | Destroy 2 years after the matter is concluded | <ul style="list-style-type: none"> • Fire Prevention notices • Fire Prevention Infringement notices • Objections to notices • Appeals against notices • Registration of premises Infringement notices • Animal Impounding notices | Common practice |
| 9.6 Investigation, Inspection and Monitoring | | | | |
| | The process of investigation, monitoring or inspection laws in the responsibility of the local Council | Destroy 7 years from last action. | <ul style="list-style-type: none"> • Trading standards sample and inspections records • Fire certificate compliance inspections | Common practice |
| 9.7 Prosecution | | | | |
| | The process of prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities | Destroy 7 years from last action. | <ul style="list-style-type: none"> • Prosecution/sanction files | Common practice |
| 9.8 Streetcare & Parking | | | | |
| | The process of administering and enforcing bye-laws | Destroy after 3 months Destroy after 12 months Destroy after 3 months Destroy after 3 months Destroy after 12 months | <ul style="list-style-type: none"> • Dispensations • Car park Permits • Parking Passport Permits • Visitor Permits • Residential Permits | PCC practice |

| 9 GENERAL PUBLIC SERVICES | | | | |
|--|---|---|---|-----------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| 9.9 Cemeteries & Crematoria | | | | |
| | Summary management systems that record the location of burials and identity of deceased individuals | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> • Register of interments • Cemetery register • Cemetery plans | Common practice |
| | The process of regulation of burials and cremations | Destroy 5 years after last action | <ul style="list-style-type: none"> • Permits • Applications • Orders | Common practice |
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| 9.10 Waste Management | | | | |
| | The provision of hard waste removal, disposal and waste reduction services by the local Council to ratepayers | The provision of hard waste removal, disposal and waste reduction services by the local Council to ratepayers | <ul style="list-style-type: none"> • Weight ticket waste • Transfer notes kept | Statutory Duty |
| 9.11 Waste Collection | | | | |
| | The process of arranging the collection or transportation of household waste | Destroy 2 years after last action | | Common practice |

| | | | | |
|-------------------------------|--|--|--|----------------------------------|
| | The process of arranging the collection or transportation of controlled waste | Destroy 7 years after last action | <ul style="list-style-type: none"> • Tip tickets • Duty Care Information | Common practice. Statutory Duty. |
| 9.12 Disposal of Waste | | | | |
| | The summary management of sites used for the disposal of waste within the local Council | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded | | Common practice. Statutory Duty. |
| | The process of the short-term storage of household waste | Destroy 10 years after site closure | <ul style="list-style-type: none"> • Transfer sites | Common practice |
| | The process involved in managing the use, type and amount of waste to be disposed at a specific site | Permanent. Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> • Waste site plans | Common practice |
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| | | | <ul style="list-style-type: none"> • | |
| | | | <ul style="list-style-type: none"> • | |

| 10 PLANNING AND LAND USE | | | | |
|---|---|--|--|--|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| 10.1 Planning Scheme Development and Amendment | | | | |
| | The activity of developing a vision and strategic directions regarding existing and future land use within the Council and the development of local and town centre plans to ensure the implementation of the Local Development Framework | Permanent. Offer to Archivist when plan superseded | <ul style="list-style-type: none"> • Structure Plan • Local Plan • Town Centre plans • Unitary • Development plans | Common practice |
| | The activity of consultation to gain approval for the Structure Plan (Unitary Development Plans) or Local Plans | Permanent. Offer to Archivist for review 3 years from date of adoption. | <ul style="list-style-type: none"> • Consultation documents and replies • Inquiries and objections made by members of public • Public Inquiry documents | Common practice |
| | The activity of recording information on historical buildings, monuments and ecology at a specific site | Permanent. Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> • Historic Environment Record (HER) which includes archaeological sites and monuments, listed and locally listed buildings, historic landscapes, scheduled monuments, registered parks and gardens, conservation areas. Definitive map. Assets of Community Value. | Common practice. National Planning Policy Framework, Localism Act. |

10 PLANNING AND LAND USE

| Ref | Function Description | Retention Action | Examples of Records | Notes |
|-----|---|---|--|-----------------|
| | The activity of establishing planning scheme controls and providing for them to be amended | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> • Successful Waste Planning application • Successful Mineral Planning applications • Amendments to definitive map • Mineral Register • Applications for mineral extraction • Land Use surveys | Common practice |
| | The process of receiving, considering and responding to submissions and objections to planning schemes and amendments | Destroy 15 years after decision. Offer controversial/high profile schemes to Archivist | <ul style="list-style-type: none"> • Waste & Mineral Planning application consultation • National Park applications consultation • Objections • Inquiries – Public etc • Archaeological: advice/conditions | Common practice |
| | The process of controlling development of areas through applications for planning permission | Permanent retention | <ul style="list-style-type: none"> • Planning application files and plans • Correspondence relating to any objections • Hearing papers • Planning application register | Common practice |
| | The process of maintaining the countryside and developing open spaces for public amenity | Tree preservation orders. Permanent-offer to archivist. Refer all files relating to policy to the Archivist Destroy other files 7 years after administrative use concluded | <ul style="list-style-type: none"> • Tree preservation orders • Country parks and nature reserves development plans and correspondence, land purchase agreements | Common practice |

| 10 PLANNING AND LAND USE | | | | |
|--|---|---|--|-----------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| 10.2 Planning Scheme Regulation | | | | |
| | The summary management of planning scheme regulation | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded | • Building Control registers | Common practice |
| | The process of regulating the planned use of land or buildings | Destroy 15 years after closure | | Common practice |
| | The process of approving building applications in relation to listed or other significant buildings | Permanent. Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded. | <ul style="list-style-type: none"> • Building files • Plans • Specifications • Correspondence • Applications • Permits • Certificates | Common practice |
| | The process of approving building applications, for all other buildings | Destroy 15 years after construction completed. | <ul style="list-style-type: none"> • Building files • Plans • Specifications • Correspondence • Applications • Permits • Certificates • Objections | Common practice |
| | The process of inspecting building work for the purpose of insuring compliance. | Destroy 10 years after the issue of a certificate of final inspection. | <ul style="list-style-type: none"> • Certificate of final inspection • Building Inspection records • Diaries | Common practice |
| | The process of enforcing building or land regulations | Destroy 3 years after compliance with enforcement notice | | |

| 11 INFRASTRUCTURE AND TRANSPORT | | | | |
|--------------------------------------|--|--|--|-----------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| 11.1 Planning and Development | | | | |
| | The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the municipality | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> • Structure Plan • Local transport plan | Common practice |
| | The activity of recording location of highways, bridle paths and rights of way | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded Right-of-way diversion (not enacted) – retain for 6 years from decision. Correspondence with developers advising on proximity of public footpaths, Traffic Regulation Orders, Maintainable highways to proposed development sites-Retain for 10 years from date of correspondence. | <ul style="list-style-type: none"> • Definitive map • Correspondence concerning enquiries and disputes • Public Path Extinguishment orders • Right-of-way/Public path diversion orders (enacted) | Common practice |
| | The activity of establishing planning scheme controls and providing for them to be amended and modified | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded | <ul style="list-style-type: none"> • Amendments to definitive map • Road adoption | Common practice |
| | The process of receiving, considering and responding to submissions and objections to planning schemes and amendments | Destroy 7 years after decision. Offer controversial/high profile schemes to Archivist. | <ul style="list-style-type: none"> • Enquiries, consultation documents, objections and correspondence • Advertisement appeals | Common practice |
| | The process of enforcing infrastructure and transport regulations | Destroy 50 years after enforcement notice. Destroy 3 years after compliance with enforcement notice. | | Common practice |

| 11 INFRASTRUCTURE AND TRANSPORT | | | | |
|---|--|--|--|-------------------------------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| 11.2 Traffic Management | | | | |
| | The activity of planning, and programming the continued flow, diversion or reduction of traffic | Destroy 7 years after action completed Road Scheme Safety Audit-Permanent. Offer to Archivist | <ul style="list-style-type: none"> • Traffic orders • Temporary Traffic Arrangements-Road Space Booking Forms | Common practice Highway Services |
| 11.3 Design and Construction | | | | |
| | The activity of planning, designing, programming and constructing roads, streets, bridges, and tunnels | Permanent. Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded | | Common practice |
| 11.4 Infrastructure Management and Maintenance | | | | |
| | The activity of providing municipal services in relation to infrastructure within the local Council | Destroy 7 years after last action | <ul style="list-style-type: none"> • Street files • Street records • Requests for: <ul style="list-style-type: none"> • Hedge clipping • Tree planting • Naming of streets • Numbering of houses • Installation of Road markings • Street load limits • Street signs • Bus shelters • Applications to dig up pavements • HGV application • Level crossings • Right of ways • Roundabouts • Traffic calming measures • Street lighting | Common practice |

| 11 INFRASTRUCTURE AND TRANSPORT | | | | |
|--|--|--|---|-----------------|
| Ref | Function Description | Retention Action | Examples of Records | Notes |
| 11.5 Road Maintenance | | | | |
| | The activity of maintaining and repairing roads, streets, bridges, bridle paths, rights of way and tunnels | Destroy 12 years after action completed Bridge replacement/maintenance works-Retain for life of bridge + 12 years | | Common practice |
| 11.6 Public Transport | | | | |
| | The activities involved in the management and provision of public transport | Destroy 3 years after superseded or last action. | <ul style="list-style-type: none"> • Timetables and routes • Maps • Fares • Customer and industry liaison | Common practice |

APPENDIX A: WEEDING OR FILE STRIPPING GUIDANCE

At different times all data outlives its life and becomes incorrect and must be deleted. Disposal is also known as “weeding” or “file stripping”.

The Council must be able to identify the parts of information held in its records that are a permanent part of the record and those transitory parts that can therefore be discarded. This involves retaining some records, partial disposal of some and complete disposal of others.

THE WEEDING PROCESS

Directorates must consider the following when weeding/file stripping data:

- Directorates must set aside a reasonable period to review their files. This will depend on the size of files, the frequency with which data changes, and legal requirements;
- Directorates must refer to the Council’s Retention and Disposal Policy when considering what to delete, and when. They must also ensure that all their record-types are listed in the standards, to ensure consistency of use and records management practice;
- Directorates must ensure that their systems can tell them which files are ready for review or disposal (and perhaps those files that could be sent elsewhere for archiving);
- Directorates must keep an index system for manual, usually paper, records. It is vital to ensure that the index is kept up to date, or it will soon become out of date, and will lead to mistakes being made;
- For computer files, Directorates must be able to add disposal and review dates to file entries, and run a yearly (or quarterly) search for all records that have disposal/review dates that have already passed. Directorates must adopt electronic records management applications that can undertake this task with regard to electronic records, setting disposal dates for record types as appropriate.

APPENDIX B: DATA DISPOSAL GUIDANCE

TOOLS TO USE

Where, after due consideration, it has been decided to permanently destroy data that is no longer required, then the following general principles should be applied:

- Paper files containing personal information should be disposed of in Confidential waste bags;
- Fax cartridge film and similar consumable waste should be shredded;
- To permanently clean or delete moderately sensitive data from reusable media including computer hard discs and floppy discs, the use of a reliable 'electronic shredding' tool should be employed please speak to IT;
- Where a computer has become unserviceable and is to be discarded but may still contain sensitive data on its hard disk, a designated officer should remove the hard disc unit from the computer prior to the equipment's disposal, IT will arrange disposal;
- Where the affected hard disk is confirmed as unserviceable and is to be discarded, then it should be made permanently unusable by physical disposal
- Where non-rewritable media is to be discarded, then it should be made unusable. For example, CD-ROMS may be heavily scratched on their recorded face with an abrasive material and the disk then broken into parts. Please note here that care must be taken to avoid personal injury;
- The use of commercial contractors providing specialist disposal services may also be appropriate. Please speak to IT or Records Management Unit for further [info.](#)

APPENDIX C: TRANSFER OF RECORDS TO ARCHIVAL STORAGE

Anyone wishing to transfer permanent records to archival custody should contact the Local Archives, located in the Pembrokeshire Archives, Prendergast, Haverfordwest Always consider the following when transferring records:

- The Data Protection Act 2018 & GDPR allows information about identifiable living individuals to be held indefinitely for research, statistical or historical purposes provided specific requirements are met. This needs to be identified when transferring records to the Archivist. Use of a data exchange agreement is recommended.
- Records identified in the Retention & Disposal Standards as 'permanent' are marked 'Offer to Archivist'. If the Archivist decides to select a sample of the records for preservation in the archives, the remainder should be destroyed as specified;
- 'Offer to Archivist for review' is used to indicate records where the Archivist will not usually be interested in retaining the class of records, but may wish to retain those concerning high profile or controversial policies/projects;
- Records no longer required for administrative use may still retain sensitive information. The Archivist should be informed of the information's sensitivity when it is transferred to the archives and an appropriate closure period agreed. The closure period should comply with all appropriate legislation and the Council's policy.

APPENDIX D: STANDARD OPERATING PROCEDURE (SOP) GUIDANCE

Some records do not need to be kept at all. Standard Operating Procedure defines information that should be routinely disposed of in the course of business. It includes:

- 'With compliments' slips;
- Catalogues and trade journals;
- Telephone message slips;
- Non-acceptance of invitations;
- Personal electronic records stored on corporate networks or computer hard drives;
- Electronic copies of documents where a hard copy has been printed and filed;
- Email messages or notes that are not related to Council business;
- Thermal paper facsimiles, after making and filing a photocopy;
- Requests for stock information such as maps, plans or advertising material;
- Out-of-date distribution lists; and
- Working papers that lead to a final report

Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports must be destroyed under SOP.

This policy covers both electronic and hard copy records. Special care should be paid to ensuring electronic systems adequately meet requirements for:

- Deleting electronic records, especially if held on archive or long term back-up media; and
- Recovering electronic records from archive or long-term back-up media, regardless of technological change that has occurred since the records were saved.

APPENDIX E: EXPLANATION OF RETENTION STANDARDS HEADINGS

The Retention and Disposal Standards are divided into sections that are intended to reflect administrative functions of the Council.

Reference number

The function or entry reference number provides citation and ease of reference.

Function

The name of each function is specified in this entry. This relates to a group of records that perform the same activity.

Function Description

The Standards provides notes that define each function in terms of related activities.

Retention Action

The status of each process is defined here. These are either permanent or temporary. Where information does not fall within "Examples of records" in terms of generic retention periods, it is listed here.

Examples of Records

This section provides common examples of the type of records included within the particular function.

Notes & Information Custodian

Indicates if the retention action is common practice, based upon official guidance or statutory requirements or similar. Also identifies which Directorate Officer "owns" (is ultimately responsible for) the information.

APPENDIX G: EMAIL RETENTION GUIDANCE

Managing e-mail messages

E-mail is the most common form of communication in the Council for transmitting information either within the body of a message or as an attachment. E-mail messages should always be treated as potential corporate records of the organisation.

What e-mails should be saved?

It is useful to hold some e-mails for a short period of time if two or more interconnected discussions are occurring at the same time. However once that correspondence is complete, the e-mail messages need to be either saved to a safe and secure environment or deleted. In general, e-mails should be saved if the message:

- Forms part of an audit trail of business decisions or actions; or
- Provides approval to take action in relation to a business matter; or
- Holds information that is not available elsewhere; or
- Evidences dealings with the public, our stakeholders or others.

Any Council e-mail messages with this type of content should be regarded as corporate information and treated accordingly. Any other e-mails not required as an official record, should be deleted as soon as possible.

Who should save e-mail messages?

There are some basic rules for saving e-mail messages:

- The sender of an e-mail message should save the message. This ensures that the chain of correspondence will be retained;
- The recipient of an e-mail message sent from outside the department should save the message. The external email message may be the first link in an audit or evidential trail that needs to be preserved.

Disposal of Email messages

When considering disposal of email messages, consider the following:

- The recipients of an e-mail message into which they are copied do not need to save the message as the sender will save the original;
- Emails should be handled as per other information listed in the Council's retention schedules, they should be treated as evidence of the Council's activities and either retained or disposed of according to the retention periods that apply to their type of record.

DOCUMENT HISTORY

Version History

| Version | Status | Date | Author | Comments |
|---------|---------|-----------|-------------|------------------------------|
| 1.0 | Final | 05/1/2016 | Sarah Bevan | Initial document |
| 1.1 | Revised | 15/3/2018 | Sarah Bevan | Added Animal Health info |
| 1.2 | Revised | 16/5/18 | Sarah Bevan | Amended Streetcare & parking |
| 1.3 | Revised | 29/4/19 | Sarah Bevan | Amended Election data |
| 1.4 | Revised | | | |
| 1.5 | Revised | | | |
| 1.6 | Revised | | | |
| 1.7 | Revised | | | |
| 1.8 | Revised | | | |
| 1.9 | Revised | | | |

Initial Review

| Name | Role | Business Area |
|-------------|---|------------------------|
| Sarah Bevan | Senior Information Governance & Records Officer | Information Governance |
| | | |
| | | |
| | | |

Distribution

| Name | Directorate | Format |
|------|-------------|-------------------------|
| All | All | Electronic via Intranet |
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